

## SEARCH FOR CASE

Once you have selected the application to work in and changed your password, iCIS will open the **Search for Case** screen. (This is located on the **Inquiry** drop-down list.)

### iCIS Search Options

**NOTE:** The search engine matches **ALL** information entered. Clear all previous search criteria each time you begin a new search. Use the "Clear" button at the bottom of the search screen or **Alt+c**.

### Case Number Search

Type the case number (no dashes) in the case number field and choose the Format number that matches the number of digits in your case number. To begin the search click the Search button or type **Alt+s**. (There is no need to include the case type (fc, dr, fn) in the case number field if the Department field reflects the type of case you are searching for.)

**FC Admin Staff online**

Entry | Inquiry | Administrative | Tasks

Search [No Selected Case]

**Search Criteria**

Adv. Department: ☐ Family Court

Case#:  Format:  Def ID:  IF Case#:  Bus.: ☐ Last Name:  First Name:  Middle Name:

**Search Results**

#	Match	Case #	Ctr Acc	Party Names	Role	SSN	Sex	DOB	More Info
Please enter a search criteria.									

Search Clear

Total Time (Execute, Enumeration and Rendering): 0 sec

The Search Results will display in the lower section of the window.

To open the case, click the blue link here. To view more information about individual parties

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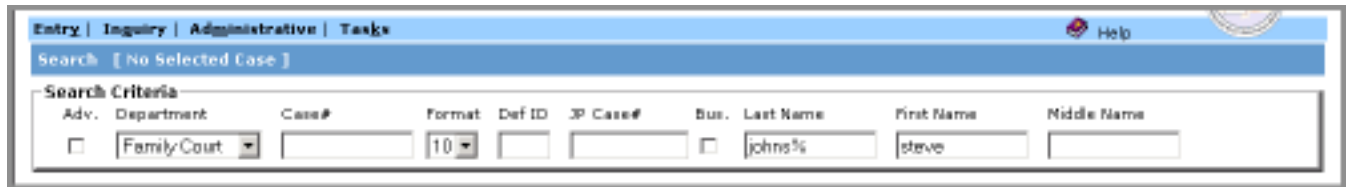
#	Match	Case #	Ctr Acc	Party Names	Role	SSN	Sex	DOB	More Info
1	EN	<a href="#">FC001-001234</a>	No	Dept Of Economic Security (DES) Ornelas, Steven M No Party Side 3	Petitioner Respondent	527-29-7725	None Male	None 9/2/1963	<a href="#">More Info</a> <a href="#">More Info</a>
2	EN	<a href="#">FC002-001234</a>	No	Ethington, Deborah Ann Ethington, Steven No Party Side 3	Petitioner Respondent	176-49-4123 949-68-4770	Female Male	4/1/1955 5/13/1951	<a href="#">More Info</a> <a href="#">More Info</a>

click the [More Info](#) link here

## Person Search

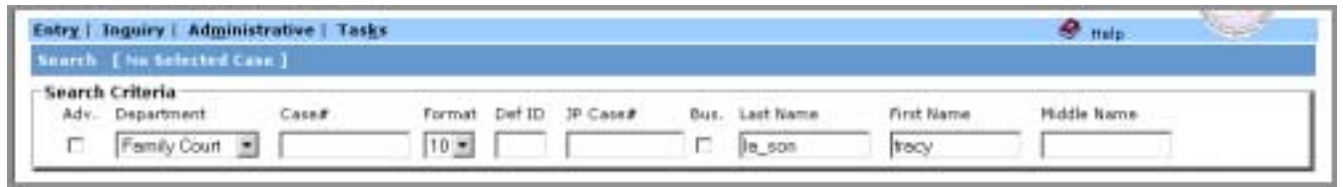
If you are unsure of the spelling of a name you can use 'wild cards' to substitute for the unknown letters. There are several wild cards available in iCIS:

A percent symbol (%) can be used as a placeholder for 0 to multiple unknown characters.



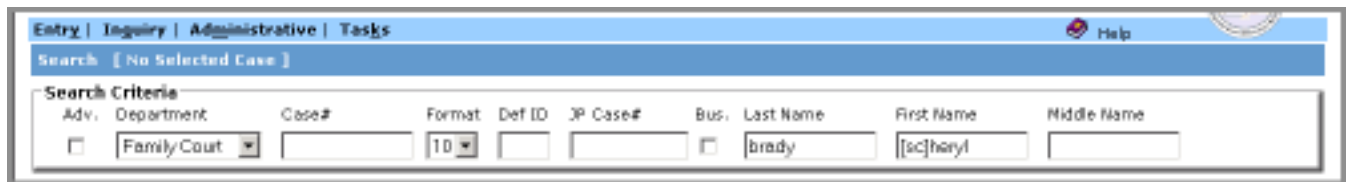
The screenshot shows the iCIS Search Criteria form. The 'Last Name' field contains 'johns%'. The 'Department' is set to 'Family Court'. The 'Format' is set to '10'. The 'First Name' field contains 'steve'.

An underscore (\_) can be substituted for a single unknown character.



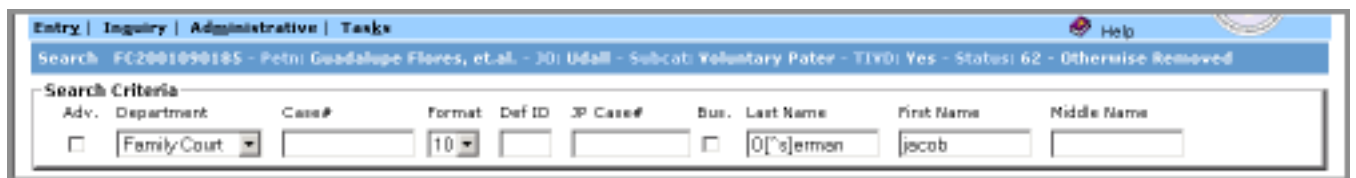
The screenshot shows the iCIS Search Criteria form. The 'Last Name' field contains 'ja\_son'. The 'First Name' field contains 'tracy'.

Brackets [ ] can be used to narrow your search to the characters you place inside the brackets.



The screenshot shows the iCIS Search Criteria form. The 'Last Name' field contains 'brady'. The 'First Name' field contains '[sc]heryl'.

To insure that certain characters are NOT searched for by iCIS use the brackets in conjunction with the caret symbol and the characters you wish to omit.



The screenshot shows the iCIS Search Criteria form. The 'Last Name' field contains '[^s]erman'. The 'First Name' field contains 'jacob'.

## Wildcard Hints

The closer wild cards are to the beginning of the field the slower the search will be. Try not to begin your search information with a Wild Card unless you add other criteria.

Don't use the percent (%) wild card when there is only one unknown character. It requires more processing time than the underscore (\_). The percent (%) wild card is the only way to search for ZERO or

more characters. *Example:* **John%** would match "John" as well as "Johnston"

## Business Name Search

Check the box below Bus to change the name fields to Business Name fields. Type in the business name or choose a name from the 'Existing Business' drop-down list. Wild cards may be used here also.

The screenshot shows a software interface with a blue header bar containing 'Entry | Inquiry | Administrative | Tasks' and a 'Help' icon. Below the header, a search bar displays 'Search: FC2001090185 - Petn: Guadalupe Flores, et.al. - JD: Udall - Subcat: Voluntary Pater - TIVD: Yes - Status: 62 - Otherwise Removed'. The 'Search Criteria' section includes a checkbox for 'Bus.' which is checked. The 'Existing Business' dropdown menu is open, showing a list of business names: 'Clerk Of The Court', 'Dept Of Economic Security (DES)', and 'State Of Arizona'.

## Defendant ID

Each defendant is numbered beginning with the number 001, 002, 003, etc. Use this in combination with other search criteria to narrow your search.

The screenshot shows the same software interface as the previous one. The 'Search Criteria' section now includes a 'Def ID' field with the value '001' entered. The 'Bus.' checkbox is unchecked. The 'Existing Business' dropdown menu is closed.

## Justice of the Peace Case #

If the case you are searching for started in a lower court, you can search by its JP case #.

The screenshot shows the same software interface. The 'Search Criteria' section now includes a 'JP Case#' field with the value '002001123FE' entered. The 'Bus.' checkbox is unchecked. The 'Existing Business' dropdown menu is closed.

## Advanced Search Options

*For more search options check the box under Adv. A second row of search criteria*

The screenshot shows a section of the software interface with a row of search criteria. The 'Adv.' checkbox is checked. The search criteria include: 'Smart Legal # Type', 'Legal #', 'DOB', 'Sex', 'Single', 'AKA Last', 'AKA First', 'AKA Middle', and 'AKA Business'.

will display.

### Legal Number

To search for a case by a defendant's legal number (social security, booking number, atlas number, etc.) select the type of legal number from the drop-down list then type the number in the Legal # box.

The screenshot shows a web application interface with a blue header bar containing 'Entry | Inquiry | Administrative | Tasks' and a 'Help' icon. Below the header is a search bar with the text 'Search [ No Selected Case ]'. The main section is titled 'Search Criteria' and contains two rows of input fields. The first row includes 'Adv.' (checked), 'Department' (Family Court), 'Case#' (jc2001001356), 'Format' (10), 'Def ID' (empty), 'JP Case#' (empty), 'Bus.' (unchecked), 'Last Name' (empty), 'First Name' (empty), and 'Middle Name' (empty). The second row includes 'Smart' (unchecked), 'Legal # Type' (a dropdown menu with a list of options: JA, JV, JD, F, JI, JP, JR, JS, JT, PB, and SSN), 'Legal #' (446785841), 'DOB' (empty), 'Sex' (empty), 'Single' (unchecked), 'AKA Last' (empty), 'AKA First' (empty), 'AKA Middle' (empty), and 'AKA Business' (empty).

### Date of Birth/Sex

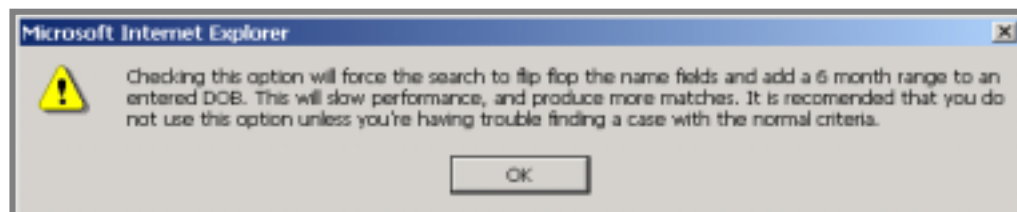
Use the Date of Birth and Sex fields in conjunction with a name search to narrow the number of results.

The screenshot shows the same web application interface as the previous one. In this instance, the 'DOB' field in the second row of the 'Search Criteria' section is filled with '12/14/1979' and the 'Sex' field is filled with 'M'. The 'Legal # Type' dropdown menu is now closed.

### Smart Search

A small rectangular box containing the word 'Smart' and a checked checkbox.

To expand the number of cases returned when searching by name or date of birth, place a check in the 'Smart' box. This notice will display. Click **OK** to continue.



## NAMES:

"Smart Search" will cause the search engine to check for First and Last names that have been reversed. It will provide a combined list of results. Use this option when the surname is unclear.

- Entering "Howard Ray" will also return "Ray Howard".

## DATE OF BIRTH:

"Smart Search" changes the search into a range of dates (the date entered plus or minus 60 days).

Use this option if you have an approximate Date of Birth.

- Entering **02-15-1970** with Smart Search will search 12/17/1969 – 4/16/1970.

## Single Name Search

(For single name searches such as "*cher*").

The "Single Name" option will only display records that have no more than one name.

Searching for a first OR last name without using "Single Name" (especially if they are common names) will be extremely slow and return too many matches. This works for first

The screenshot shows a web-based search interface with a blue header bar containing 'Entry | Inquiry | Administrative | Tasks' and a 'Help' icon. Below the header is a search bar with the text '[ No Selected Case ]'. The main section is titled 'Search Criteria' and contains two rows of input fields. The first row includes 'Adv.' (checked), 'Department' (Family Court), 'Case #' (empty), 'Format' (10), 'Def ID' (empty), 'JP Case #' (empty), 'Bus.' (unchecked), 'Last Name' (empty), 'First Name' (cher), and 'Middle Name' (empty). The second row includes 'Smart' (unchecked), 'Legal # Type' (empty), 'Legal #' (empty), 'DOB' (empty), 'Sex' (empty), 'Single' (checked), 'AKA Last' (empty), 'AKA First' (empty), 'AKA Middle' (empty), and 'AKA Business' (empty).

and last names.

\*Combine "Smart Search" and "Single Name" options to look for single name entries when it is unclear whether the original record was entered into the first or last name.

## AKA Search

The AKA search is a person/business search conducted on other names the party or business is known by.

The screenshot shows the same web-based search interface as the previous one. In this instance, the 'Single' checkbox is unchecked. The 'AKA Last' field is filled with 'jones' and the 'AKA First' field is filled with 'tommy'. All other fields are the same as in the previous screenshot.

## General Search Information

1. The best matches will be at the top of the list with the worst matches at the bottom.

- The Search Results area of the screen will indicate what it is about the cases returned that matches your criteria. Those matches are:

DOB = Date of Birth      NM = Name      CN = Case Number  
 LN = Legal Number      AKA = Also Known As

Search Results									
#	Match	Case #	Ctr Acc	Party Names	Role	SSN	Sex	DOB	More Info
1	LN	<a href="#">DB1997-015219</a>	No	McGraw, Victoria L Smith, David No Party Side 3	Petitioner Respondent	444-56-7901 448-50-8657	Female Male	2/16/1953 11/6/1951	<a href="#">More Info</a> <a href="#">More Info</a>
2	LN	<a href="#">DB1997-015219</a>	No	Smith, Vickie L Smith, David L No Party Side 3	Petitioner Respondent	 448-50-8657	Female Male		<a href="#">More Info</a> <a href="#">More Info</a>

- Many of the search fields will accept "Wild Cards" (both numeric and alpha).
- Not all information entered will necessarily match for all records returned. If you enter just a name with the gender "male", you will find matches on the name that were not marked as female. This will include "unknown" and "other" as well as "male".
- Performing non-specific searches can take a long time and may even "time-out" (no results returned) causing the server to work slower for all users.
- Choosing **Criminal** in the Department drop down will display the results as one row per match, whereas choosing anything else will display the results as one row per case. This allows criminal results to be singled out to the specific defendant.

After selecting your search method and entering the criteria, click the **Search** button (Alt+s) or hit the **Enter** key to display the results.  
 (If you want to clear the fields to enter new search criteria, click the **Clear** button (Alt+c).)

The search screen will now display all possible matches according to the criteria you entered beginning with the best match.

FamilyCourt - Microsoft Internet Explorer provided by Superior Court of Arizona

File Edit View Favorites Tools Help

Address: http://156.42.28.238/CIS/FamilyCourt/SearchForCase.asp

FC Admin Staff online

Enter | Registry | Administrative | Tools

Search: [ No Selected Case ]

Search Criteria

Adm: Department Case# Format Def ID IP Case# Bus: Last Name First Name Middle Name

☐ Family Court   10   ☐

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#	Match	Case #	Ctrl Acc	Party Name(s)	Role	SSN	Sex	DOB	More Info
1	HM	<a href="#">CE2000-004483</a>	No	Jensen, Gina M Jensen, Jeff No Party Side 3	Petitioner Respondent	378-76-1076 355-80-2999	Female Male	4/15/1960 4/9/1960	<a href="#">More Info</a> <a href="#">More Info</a>
2	HM	<a href="#">FC2001-001745</a>	No	Jensen, Gina Margaret Jensen, Jeffrey Donald No Party Side 3	Petitioner Respondent	378-76-1076 355-80-2999	Female Male	4/15/1960 4/9/1960	<a href="#">More Info</a> <a href="#">More Info</a>
3	HM	<a href="#">CE1995-004188</a>	No	Jensen, Janet R Jensen, Thomas J No Party Side 3	Petitioner Respondent	880-14-2171 473-90-9970	Female Male	9/10/1960 11/4/1960	<a href="#">More Info</a> <a href="#">More Info</a>

Search Clear

Query was executed in: 0.578325 second(s)  
Total Time (Executed, Enumeration and Rendering): 0.578325 second(s)

Done Local Intranet

Start

If you are unsure which case is your exact match, you can view more information about the various parties in a case by clicking on the blue [More Info](#) link.

Clicking the [More Info](#) link will open this multi-tabbed window. Click each tab at the top to view the information.



